



276 FOURTH AVENUE  
CHULA VISTA, CA 91910

# Police Cadet

*Part-Time/Temporary*

RECRUITMENT NUMBER: 06542704

SALARY: \$10.46 - \$12.72/ HOURLY

APPLICATIONS WILL BE ACCEPTED ON A CONTINUOUS BASIS.

## POSITION SUMMARY

The City of Chula Vista is currently accepting applications for the position of Police Cadet. This is a part-time, non-benefited civilian position. Applications will be reviewed on a monthly basis and interviews will be scheduled as the need arises to fill vacancies.

## ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: providing assistance to citizens at the Police Department public counters and over the telephone; imparting information on Department policies and procedures, criminal and traffic laws, City ordinances and release of public records; processing fingerprints on Department of Justice (DOJ) Livescan equipment; and clerical related duties such as sorting, filing and photocopying documents. This position may be assigned to the Police Support Services Unit or other units within the Police Department, as needed.

## MINIMUM QUALIFICATIONS

**Education, Training and Experience:** Graduation from high school and current status as a full-time student (12 semester units or more) at a two or four year college. Coursework in Criminal Justice or a related field is highly desirable. Bilingual skills, typing skills and familiarity with computers are desirable, but not mandatory. Must possess a valid California Driver's license and a good driving record. *At the time of application, candidates must submit an official current college transcript indicating full-time attendance in a sealed envelope (from the school's registrar's office).*

**Knowledge, Skills and Abilities:** Knowledge of: basic criminal justice policies and procedures. Ability to: speak well and present ideas clearly and effectively; possess a high degree of initiative and energy; follow oral and written instructions; maintain effective interpersonal skills with others; learn to operate a variety of standard office equipment including a computer, photocopier, fax machine, portable radio, and Livescan equipment; learn and appropriately use the California criminal and traffic laws, City ordinances, department policies and procedures, statutes and ordinances; read maps and demonstrate knowledge of the City's geography; effectively communicate in English (written and spoken). Must also have the ability to listen and effectively communicate with a diverse public in answering questions, explaining procedures, ordinances and laws, and handling complaints.

## PHYSICAL DEMANDS

Ability to utilize a keyboard; ability to sit and stand for long periods of time. Must also have the ability to lift up to 25 pounds.

## APPLICATION PROCESS

To be considered for this position, applicants must submit a City Application along with an official current college transcript in a sealed envelope. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via U.S. mail.



Assigned Staff: Cleve Jacobs, (619) 585-5743, [cjacobs@ci.chula-vista.ca.us](mailto:cjacobs@ci.chula-vista.ca.us) • Published: 5/12/06  
Hours: 8am – 5pm Monday – Friday • [www.chulavistaca.gov](http://www.chulavistaca.gov) • (619) 691-5096 • Job Hotline: (619) 691-5095

*The Human Resources Department is committed to providing superior services to employees, departments, and the public to ensure an informed, quality workforce and community, while treating everyone with fairness, dignity, and respect.*